

Training Course Specification

Course: Project Management - The Theory

Duration: One-Day

COURSE OBJECTIVES: You will examine the elements of sound project management and apply the generally recognized practices to successfully manage projects

Successfully managing a project requires effective planning and adherence to the industry's best practices in every step of the process. By understanding the fundamentals of project management, you will be better prepared to initiate a project in your organization and position it for success. In this course, you will identify effective project management practices and their related processes.

WHO SHOULD ATTEND: This course is designed for individuals whose primary job is not project management, but who manage projects on an informal basis. Also, anyone who is considering a career path in project management and desiring a complete overview of the field and its generally accepted practices can take up this course

EXPERIENCE NEEDED: Some on-the-job experience in participating in managed projects would be preferable

COURSE CONTENT

1 Getting Started with Project Management

Describe a Project
Describe the Project Management Life Cycle
Identify the Role of a Project Manager

2. Initiating a Project

Determine the Scope of a Project
Identify the Skills for a Project Team
Identify the Risks to a Project

3. Planning for Time and Cost

Create a Work Breakdown Structure
Sequence the Activities
Create a Project Schedule
Determine Project Costs

4. Planning for Project Risks, Communication, and Change Control

Analyze the Risks to a Project
Create a Communication Plan
Plan for Change Control

5. Managing a Project

Begin Project Work
Execute the Project Plan
Track Project Progress
Report Performance
Implement Change Control

6. Executing the Project Closeout Phase

Close a Project
Create a Final Report

For further information please contact us:

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